



VISION: 100% Student Success

MISSION: Prepare Students for the Workforce

Clearwater Adult Education Center

SAC Meeting

September 5, 2017

Attendance:

James Joyer
Claude Effiom
Marilyn Hourdas
Eva Christu

Meeting called to order at 6:17 PM. Mr. Joyer introduced new Community Member, Claude Effiom, from Pinellas Technical College-Clearwater. He reviewed CAEC's mission, goals, and programs to acquaint Mr. Effiom with our school.

Minutes from the last meeting in May were reviewed. Marilyn Hourdas motioned to approve. Eva Christu seconded. All approved and the minutes were accepted and finalized.

Positions for the new school year are: Chairperson, Marilyn Hourdas; Recorder, Eva Christu; Time Keeper, Jeffrey Jackson.

Enrollment and LCP data was presented as follows:

ESOL Day-177 students; ESOL Night-162 students; GCA-5; Online-25 students;
Total-369 students
ABE/GED Annex-139 students; SPC-29 students; MLK-5 students; Total-173
students

Coachman enrollment numbers were not available for this meeting, but will be requested and added to the overall totals.

LCPs for initial completers for the new school year is as follows:
ESOL Day-33; ESOL Night-14; Total-47

ABE/GED LCP data was not available for this meeting, but will be requested to be included in these minutes.

APEX enrollment: Largo-36 students; Clearwater HS-15; Clearwater Adult-35

Mr. Joyer indicated that the CAEC SIP has been updated and submitted. It has become the model for the district per CTAE Executive Director, Mark Hunt.

Mr. Joyer requested that teacher biographies be sent to Amy Canavan for the website as well as the Teacher of the Term photo and summary.

Mr. Joyer gave an update of the Electricity Conservation program stating that CAEC had a good working relationship with Rhanda, the director. She is pleased with our compliance to her requests and Mr. Joyer said that Rhanda is responsive to our needs.

All classrooms and sites have Emergency plans in place. It is Mr. Joyer's intention to review one process at the monthly faculty meetings.

The observation cycle for teachers has begun. It is Mr. Joyer's expectation that Mrs. Hourdas and Mrs. Christu visit classrooms and provide feedback.

There was discussion of the two new classes started this year: Success Class and Literacy Lab. Both appear to be successful at this early point in the year. The teachers have taken great initiative to get the classes up and running from the first week of school. The classes are well-organized. Students assigned to these classes are attending daily and appear very responsive to the additional help.

The following items were presented during Open Agenda:

- Mrs. Hourdas stated that the parking lot light is still out. Mrs. Christu had called Duke Energy several times last year. They replaced the bulb, but that apparently is not the issue. Mr. Joyer advised Mrs. Hourdas to email HPO Tim Caine and continue to document via email that the light remains out.
- Mrs. Christu gave Mr. Joyer the petition that students presented to her regarding the new class schedule. He appreciated their concerns and indicated that, at some point, a PDSA will occur.
- Mr. Effiom asked what his role should be in building our relationship with Pinellas Technical College and assisting students. Mr. Joyer said that Mr. Effiom and Mrs. Hourdas should communicate to schedule visits, guest speakers, and programs for students.

Next Meeting-October 3, 2017